

How to Use the Foreign Language Interpretation and Translation Services Statewide Contract

Contract #: PRF48	Contract Duration: 03/30/2011 thru 06/30/2014
MMARS #: PRF48*	Options to renew: 2 one year renewals to 06/30/2016
Contract Manager: William Funk - 617-720-3329 William.Funk@state.ma.us	
This contract contains: Small Business Purchasing Program (SBPP) and Supplier Diversity Office (SDO) Program	
Last change date: 11/ 8/12	

Contract Summary

This contract covers Foreign Language Interpretation, Translation, Telephonic Interpretation, Simultaneous Interpretation Services and Equipment, and Voice-over Services. (American Sign Languages (ASL is not covered under this contract but is available through Massachusetts Commission for the Deaf & Hard of Hearing (MCD) under their contract MCD04). PRF48 has been awarded to 23 vendors who are identified on [Comm-PASS](#) under the PRF48 Contract "Vendor" tab.

Services Available (see "Additional Information" section below):

- Foreign Language Interpretation Services;
- Translation Services;
- Voice-over Services;
- Telephonic Services; and
- Simultaneous Interpretation Services and Equipment

Benefits and Cost Savings

- Solution-based contract through sub-agreements ("Statement(s) of Work")
- Departments can negotiate a maximum rate equal to, or lower than, listed rates
- Hiring entities will not pay additional invoices related to project based engagements
- Meeting deliverables can be the basis for payments with a breakdown of costs

Who Can Use This Contract?

Applicable Procurement Law and Regulation:

- Massachusetts General Law (MGL) c. 7, § 22; MGL c. 30, § 51, § 52; OSD Regulation 801 CMR 21.00

Eligible Entities:

- Cities, towns, districts, counties and other political subdivisions;
- Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- Independent public authorities, commissions and quasi-public agencies;
- Local public libraries, public school districts and charter schools;
- Public hospitals, owned by the Commonwealth;
- Public institutions of high education;
- Public purchasing cooperatives;
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- Other states and territories with no prior approval by the State Purchasing Agent required; and
- Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

- Execute a sub-agreement ("Statement of Work") before any a hiring engagement begins;
- A "Statement of Work" template is available under the "Forms & Terms" tab;
- Secure references as appropriate;
- The "Rate Sheet" is on the Forms & Terms tab;
- Project based pricing may be proposed instead of a maximum billing rate (see pricing);
- Rates include delivery of a final product: *i.e.* development, editing and finalization;
- Rates also include: travel, communications, overhead, overtime;
- Invoices are required to be submitted within 30-days; and
- Some expedited service rates are equal to routine service rates or a small percent additional.

Additional Information

Services Defined/Described:

Interpretation: the process of understanding and analyzing a spoken or signed message and re-expressing that message faithfully, accurately and objectively in another language, taking the cultural and social context into account. The purpose of interpreting is to enable communication between two or more individuals who do not speak each other's languages.

- **Translation:** the conversion of a written text into a corresponding written text in a different language.
- **Telephonic Interpretation:** interpreting carried out remotely, with the interpreter connected by telephone to the principal parties, typically provided through a speaker-phone or headsets.
- **Simultaneous Interpretation Services and Equipment:** vendors can provide services and equipment for simultaneous interpretation that includes: transmitters, receivers, microphones, headphones, and earphones. *Note: This does not include video services.*
- **Voice -over Services:** vendors produce inflection free voice to broadcast live or pre-recorded public service announcements to communicate across linguistic and cultural boundaries.

Awarded Vendors: Awarded active vendors are listed below. Refer to the "Vendor" tab of [Comm-PASS](#) for vendor involvement in any of the following programs which will have the appropriate icon appearing against their name. Affiliated Commonwealth programs include "Small Business Purchasing Program" (SBPP), "Supply Diversity Office Certification" (SDO, formerly SOMWBA Certification), "Supplier Diversity Program" (SDP, formerly AMP), "Environmentally Preferable Products Program" (EPP) & "Prompt Pay Discount" (PPD).

(21 active vendors of 23 awarded vendors), see below:

Vendor	Contact Name	Phone Number	Email	Program
Baystate Interpreters, Inc.	Darrin Brooks	888-663-8000	dbrooks@baystateinterpreters.com	SBPP
Catholic Charitable Bureau of the Archdiocese Boston	Will Leitch	617-451-7925	will_leitch@ccab.org	
Central MA Area Health Ed Center	John True	508-756-6676	jtrue@cmahec.org	SBPP, SDO
Centro Latino, Inc	Juan Vega	617-884-3238 x202	jvega@centrolatino.org	SBPP, SDO
CETRA, Inc	Matt Richman	215-635-7090	matt@cetra.com	
Corporate Translation Services	Justin Paukert	360-433-0413	justin.paukert@ctslanguagelink.com	
Cross Cultural Communication Systems	Zarita Araujo-Lane	781-729-3736	zaraujo_lane@embracingculture.com	SBPP, SDO
Eduardo Berinstein TranslationsLLC	Eduardo Berinstein	617-874-0241	eduardo@ebtranslations.com	SBPP, SDO
GlobalVision International, Inc	Nabil Freij	508-616-6660 x4	nabil@globalvis.com	SBPP
Interpreters and Translators, Inc	Renee Jones	860-647-0686 x109	rjones@ititranslates.com	SDO
Interpreters Associates, Inc	Ana Maria Liebl	617-886-5110	anamaria@interpretersassociates.com	SBPP, SDO
JTG, Inc	Ahmed Shehata	571-527-2791	ahmed.shehata@jtg-inc.com	
Language Bridge, LLC	dba Lyudmila Dubinchik	413-754-3488	Mila_Dubinchik@lbridge.com	SBPP, SDO
Language Connections	Frederique Ellis	617-731-3510	frederique.ellis@languageconnections.com	SBPP
Language Line Services	Julie Metzger	877-862-1302	jmetzger@languageline.com	
Lone Star Interpreters LLC	Marie-Paule Mills	832-399-2100 x101	marie.mills@lonestarinterpreters.com	
Mario R. Martinez. d/b/a Springtime Company	Mario Martinez		jackbras2003@yahoo.com	
Patricio Endara	Patricio Endara	508-624-9322	pendara@verizon.net	SBPP
Qwest Communications Corp	Catherine Pauling	617-233-0238	commofma@qwest.com	
Rapport International	Wendy Pease	978-443-2540	wendypease@rapportintl.com	SBPP, SDO
TransFluenci, LLC	Jessica Ridley	413-737-1888	jessica@transfluenci.com	SBPP, SDO

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Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS website [Comm-PASS](#) click on “Contracts” then search by document number PRF48 to locate the following contract information:

- Contract User Guide “Forms & Terms” tab
- Rate Information “Forms & Terms” tab
- Purchase Order form “Forms & Terms” tab